

**STUDENT AID AWARENESS WORK TEAM
MEETING MINUTES
JUNE 13, 2001
9:00 – 11:00 AM**

ATTENDEES
Dena Bates
Linda Hall
Hazel Mingo
Heather Pacini
Carolyn Sattin
Janet Thomas

NEXT STEPS

WHAT	WHO	BY WHEN
Next Meeting: Define Student Population Research activities and discuss Program Management	Group	Next Meeting 6/20
Implement Status Reporting Template	DB, HM, LH	6/20

AGREEMENTS REACHED

- **Goal to use Facilitative Leadership training tools for reaching agreement**
 - (Make proposal, list, brainstorm, combine duplicates, prioritize, advocate, negative poll, eliminate, both/and)
- **Understanding of goals, objectives, and measurement criteria for Program Outreach activities**
 - Goal – Increase the number of individuals exposed to SAA-related student financial aid and/or early awareness information
 - Measurement Criteria – Track the incidences of information sharing as a result of SAA-related outreach activities and/or the number of individuals receiving information from SAA-related outreach activities
- **Prioritized 6 outreach activities to be undertaken for remainder of FY-01**
 - Identify non-profit organizations that provide services to low-income individuals for information dissemination through web-linkages and workshop presentations.
 - Foster a spirit of public service by encouraging SFA employees to become student aid awareness ambassadors - share financial aid and early awareness information in their communities, e.g., churches, schools, Boy/Girl Scout Troop, visits to their old junior/high schools, local YMCA , PTA, etc.

- Actively support selected TRIO programs by coordinating outreach activities and providing training to TRIO staff.
 - Exhibit financial aid/early awareness information at conferences.
 - Provide early awareness information, financial aid workshop/materials to other federal agency employees at their work site.
 - Partner with federal agencies that provide services to low-income individuals for the purpose of disseminating financial aid/early awareness information and/or conducting workshops, e.g., HUD's Campus of Learners.
- **Agreement to implement status reporting tool for next week.** Dena Bates will complete the status report for meeting with Jennifer Douglas by including the project status of the program areas.
 - **Hazel will gather information and work with Heather to complete the next meeting agenda**

ISSUES

- Need to consider goals/objectives for Program Outreach for FY'02
- Need to create preliminary development of budget for outreach activities
- Look at what Student Population Research activities include:
 - Postponed discussion about activities of Student Population Research & Program Outreach - "Compile and disseminate information on non-federal financial resources available for students, e.g., state and private grants and scholarships." Is this an Outreach or Population Research activity?
 - Restate responsibilities of the Students Population Research – Should include:
 - Survey customer focus group(s) to evaluate effectiveness of outreach/SFA Activities
 - Survey existing and planned national and regional financial aid/early awareness outreach activities to better utilize SFA resources and target SFA activities
- Need to discuss program management methodology and status reporting templates

UPCOMING MEETINGS OF THIS TEAM

- June 20, Wednesday – 9:00-10:00 AM
- June 27, Wednesday – 9:00-10:00 AM

+/D

+	D
• Accomplished our goals	• Meeting went over time
• Used Facilitative Leadership (FL) methodology	• IPT2 didn't significantly clarify SAA efforts
• Include all team members	• Use of methodology
• Reinforced FL learning	•
•	•